

SMYRNA SCHOOL DISTRICT

POLICY

Section:	4000 Personnel	Office Responsible:	Finance/Payroll
Policy:	4148 Summer Schedule Policy		
Related Policies:	4151 Attendance	Administrative Procedure:	N/A

I. Purpose

Establish a summer schedule comprised of the option of 1) a four-day compressed work week that will include the same number of work hours compressed into four days, or 2) a summer bank schedule to include the use of 7.5 hours of banked time on designated Fridays, creating energy cost savings.

II. Authority

Delaware Code, Title 14 § 1049, Policy Making

III. Definitions

None

IV. Policy Statement

District and school offices will be open to the public 8AM – 4PM, Monday through Thursday during the summer schedule.

The dates of the summer schedule will be established annually. The weeks of Juneteenth and July 4th will be excluded from the summer schedule which will otherwise include the interval beginning the first Monday of June subsequent to the final workday for 10-month employees through the final Friday of August prior to the return of 10-month employees.

Eligibility

The summer schedule applies to all 12-month staff. The district reserves the right to require that certain staff work an alternate summer schedule based on district needs.

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Summer Schedule Options

The summer schedule for 37.5-hour employees choosing the compressed work week will be Monday through Wednesday (7AM – 5PM, excluding lunch). Thursdays will be either 7AM – 4:30PM or 7:30AM – 5:00PM, based on district need.

The summer schedule for 40-hour employees choosing the compressed work week will be Monday through Thursday (7AM – 5PM, including lunch).

Summer Bank Schedule

Recognizing the reduction in flexibility that an extended work day may impose on staff, alternatively, employees may elect to accrue time in a summer bank schedule.

The summer schedule for 37.5-hour employees, excluding district administrators, choosing the banked hours work week will be 7.5 hours each day Monday through Thursday with the use of 7.5 banked hours on designated Fridays.

The summer schedule for 40-hour employees choosing the banked hours work week will be 8.0 hours each day (including lunch) Monday through Thursday with the use of 8.0 hours banked hours on designated Fridays.

Employees may choose to bank and use time under the criteria that follow. Specifically, summer bank schedule time:

- May be accumulated during the period that the district establishes annually at the rate of no more than 2.5 hours per week.

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- May be earned only with supervisor approval for time worked outside of the contractual work day.
- May be accumulated for time worked in no fewer than 30-minute increments.
- Must be used only during the summer schedule on Fridays when the district is closed.
- Must be used in either 3.75- or 7.5-hour increments.
- May not be “cashed” in for monetary compensation.
- Is not transferrable among employees.
- Will be calculated for 40-hour employees per Article C2 of the Collective Bargaining Agreement.

District administrators may work any time from 7AM – 5PM, Monday through Friday.

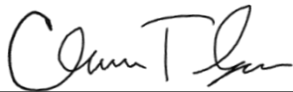
The requirement is to ensure a 37.5-hour work week.

Leave

If the daily summer schedule requires a greater number of hours than permitted for the leave request, the shortage will be made up using accrued leave as appropriate.

*Italics indicate Delaware Regulation Administrative Code Title 14 wording

Board Approval Acknowledged by:



Christopher Scuse, *President*
Smyrna School District Board of Education

Policy Actions

Adopted: 03/28/2018
Revised: 12/15/2021
10/25/2023